

**POLSON RURAL FIRE DISTRICT  
BOARD MEETING MINUTES**

**Big Arm Fire Station No. 2**

**October 12, 2016**

**7:00 p.m.**

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

**Board trustee members present:** R. Jack Clapp, Ron Roberts, Jack Konitz, Fred Nelson, and John Doty.

**Board trustee member absent:** None

**Staff:** Fire Chief Paul Laisy, Finance Officer Bonnie M. Manicke.

**Guests/Visitors:** Alison Meslin, Arlene Tompkins, Ted Tompkins, Lee Manicke, Leanna Fillman, Jeff Meslin, David Waterman, Cynthia Waterman, Matt Dougherty, Michael Hingiss, Grant Clapp, Jeff Veach, Larry Newell, Bill Barron Lake County Commissioner, Scott Beggs Lake County Budget and Finance Director, Lee Engbretson, Sonya Engbretson, Ross Hoyt, Dick Wunderlich.

**Chair Clapp opened the meeting with the Pledge of Allegiance at 7:00 p.m. {00:10}.**

**Minutes September 14, 2016 {00:46}** – Trustee Nelson requested Life Flight information on Page 3 revised. Life Flight will offer fire fighter families a medical emergency flight on a helicopter or fixed wing and accept the insurance coverage as payment in full. It only applies to their company and the affiliated companies. **Trustee Nelson motion to approve September 14, 2016 with revision.**

**Trustee Roberts second. VOTE: Unanimous Motion passed.**

**Communications {02:34}** – Presented in treasury report.

**Claims: {02:53}** – Chair Clapp noted the amount of the claims presented for payment are minimal. The claims per month have been in excess of \$10,000; while this month the claims are \$3,000. The first half of the real property taxes are due on or before November 30<sup>th</sup>. Jack thanked Chief Laisy for monitoring the expenditures. In house maintenance on the equipment is completed by the volunteers. Trustee Nelson referred to the fuel invoice which identifies the fuel usage during the wildland response. Trustee Roberts referenced the Mission Valley Security claim to monitor the security system at both stations is billed quarterly. Currently the alarm system at the stations is received at an alarm center and then forwarded to dispatch. A reference contact list is also maintained. **Trustee Konitz motion to approve claims in the amount of \$2,972.17. Trustee Doty second. VOTE: Unanimous Motion passed.**

**Treasury Report for month ending September 30, 2016: {05:59} -**

FUND # 7245 Operating Fund . . . . .	\$ 16,805.95
FUND # 7244 Voted Levy (5 mills with sunset) . . . . .	\$ 60,517.61
FUND # 7246 Capital Improvement Fund . . . . .	\$ 16,352.55
FUND # 7243 Voted Levy Operating Fund . . . . .	\$ 2.40
Check numbers 6302 – 6319 both inclusive issued 10/12/16	\$ 2,972.17

Represents September, 2016 claims

Public Safety:

Fire Chief payroll September 2, 16, 30, 2016	\$3,300.00
Employer expense match SS & Medicare	\$ 252.45
Quickbooks processing fee	\$ 5.25

## A101 Revenue Receipts: September, 2016

Fund #7245

09/15/16 Receipt #A1-100774 SOM Dept of Revenue ACH HB-124 1st Quarter FY 16 -17  
HB-124 Entitlement payment \$926.67.

09/15/16 Receipt #A1-100775 SOM Dept of Revenue ACH SB-96 1st Quarter FY 16-17  
SB-96 Personal Property Reimbursement payment \$131.44.

09/16/16 Receipt #A1-100785 M.G. Kennemann Knox Box Check #8910 \$205.00

Fund #7245

October, 2016

10/07/16 Receipt #A1-101036 Easthaven Baptist Church a/k/a Westshore Community Church  
Check #18830 utility payment Big Arm Station July, August, September, 2016 \$150.00

## Correspondence

Easthaven Baptist church provided a certificate of liability insurance commercial coverage effective July 25, 2016 to July 25, 2019. The location listed the Fairgrounds Station. A correction is in the process to list the Big Arm Station.

FY 2016-2017 budgets approved by Paula Holle, Lake County Clerk & Recorder were transmitted electronically to Chief Laisy and Bonnie for the district files.

2017 Census Government Unit Survey completed 9/28/16 by electronic transmission. The report for the current cycle requested physical location and current address for the Polson Rural Fire District. The address was changed from Polson City Fire Department to Polson Rural Fire District, 25-B Regatta Road.

Trustee Nelson noted the claims amount and check amount indicate a \$26.97 difference. Following the meeting Bonnie reconciled the difference as an AutoZone invoice in the amount of \$26.97 was added to the claims total. The amount was corrected in the treasury report. Trustee Roberts questioned the cash balance in the operating fund being sufficient for the interim months prior to real property tax collections. The district generally receives a nominal collection in October and in November and December the remaining amount of the first half of taxes. Currently the operating fund has sufficient funds; although expenditures should be kept at a minimum. Trustee Nelson requested Scott Beggs Lake County Budget and Finance Director address the Department of Revenue delay in providing the assessed values to generate the real property tax bills. The issue is state wide. Discussion was to re-certify the taxable values which would involve going back through the budget process and determine a revised mill calculation. The process would delay getting the tax statements out on schedule. Currently a taxpayer is in negotiations with the Department of Revenue to reduce their taxable amount. The taxpayer will be paying significantly less which will impact the local government budgets. The centrally assessed values will be reduced significantly. At this time, Patti Kugler, Lake County Treasurer will bill out the statements prior to October 31<sup>st</sup>. Therefore the first half of taxes will be due November 30<sup>th</sup>. The county has a freeze on extra ordinary expenditures and is analyzing a sufficient cash flow. The estimated loss of cash revenue is \$400,000. **Trustee Nelson motion to approve treasury report. Trustee Doty second. VOTE: Unanimous Motion passed.**

**Annual State Trustees Conference October 14-16 {21:20}** - Chair Clapp attended the Annual State Trustees Conference last year. The district paid the registration and lodging. This year Trustee Nelson and Chief Laisy plan to attend. Chair Clapp suggested the district pay the registration and

lodging. Trustee Nelson and Chief Laisy appreciate the offer; although they are not requesting the district pay registration and lodging.

**Budget Concerns** {22:58}- Trustee Roberts has concerns regarding the operating budget line items and maintaining expenditures within the adopted budget. Chief Laisy replied the 2015-2016 budget expenditures involved the initial expenditures to maintain adequate operating supplies for the district due to the separation from the city. The supplies are in place, therefore the current budget should be adequate.

**Chief's Report:** {24:26} – Chief Laisy reported September, 2016 Polson Rural responded to 17 incidents including 7 vehicle accidents with 1 requiring the new jaws of life, 2 vehicle fires, 1 controlled burn, 1 structure fire – in a barn wall, 4 smoke alarms, 1 mutual aid vehicle accident with Chief Cliff department, and 1 ambulance assist. Other than DNRC contracted services, no brush, grass or wildland fires were reported. Training last month included practice and understanding the rural ditch overlay system used in the rural areas, drafting with a port-a-tank, along with operating and driving the engines. The department prepared for the ISO audit. Researched six different private or home association owned water systems in the district. One or two of the water source of supply were not recorded in the district. Data was gathered and recorded for five of the water supply systems. One of the private owners was not available. The source of water supply should help with the ISO rating. Engine evolution was completed as part of the ISO requirement. Truck service and maintenance continues in house. Two engines with a three man crew assisted with wildland response for approximately three weeks on the Bierney Creek and Sullivan Creek wildland fires. The assignments required a three man crew. Chief Laisy appointed a building committee to research the style, type and construction of a building for a fire facility south of Polson. The committee members Capt. Hoel, Bill Koberg, Troy Jensen, Chris Moldenhauer, and Brendon Schoening will meet Thursday, October 13. Chief Laisy appointed a truck committee to research the components necessary to upgrade the 2009 government surplus freightliner acquired at no cost. The committee is headed by Steve Stanley, Lt. Woodger, with committee members Verner Rose, Lt. Sago, Lt. Clapp, Jonathon Thorsted, Mike Hingiss, and Chris Moldenhauer. The initial meeting, October 10 technical data was compiled for research. The committee is planning a one day road trip to Ephrata, WA to view a similar upgraded freightliner the volunteer department built. Chief Laisy provided a rural fire district property tax mill levy evaluation on assessed property in the district. Trustee Roberts questioned the public involvement in the building and truck committees. Chief Laisy indicated the building committee currently consists of three public members and possibly a fourth public member. The committee members live in the south area of the district. The initial truck committee is focusing on the technical data of the upgrade. Hopefully public will get involved at a later date. When the freightliner is movable, it will be displayed with the proposed upgrades to service the district. The general public will be offered an opportunity to participate. Alison Meslin requested the committee meetings open to the public and minutes maintained. Chair Clapp suggested the board request a legal opinion from the county attorney. Lt. Clapp commented the committees will offer suggestions then the board will act on the suggestions. Dick Wunderlich suggested Chief Laisy research the fire district property tax mill levy in other districts the size of Polson Rural for a comparison. Chief Laisy anticipates donations for the freightliner from organizations in the form of equipment and service in kind. Trustee Nelson commented the motion at the July 26, 2016 meeting indicated the monetary use of funds were designated to complete the project as whole. **Trustee Nelson motion allow the chief**

to accept donations (currently batteries, connections and cables) of operating equipment for the freightliner to be movable. Additionally allow sale of equipment parts that are not needed for the upgrade. The money realized from the sale of equipment parts will be used on the freightliner project. Trustee Doty second. **VOTE: Unanimous Motion passed.**

**MEMBERSHIP REPORT {42:47}** - Michael Hingiss reported volunteers participated in the Polson High School Homecoming Parade with truck #318 and #326. A propane workshop was held Friday, October 7. Turtle Lake preschool visited Station 1 during Fire Prevention Week. Volunteer crews provided presentations and handed out fire prevention coloring books and related items at Christian Academy and Valley View School. Polson Rural Fire apparel is for sale to the public. October 18 the Life Flight Helicopter team will be available and the membership will host a family dinner. Trustees, staff and spouses are invited. Trustee Nelson noted the membership purchased the coloring books. The district should be responsible for purchasing the Fire Prevention materials. Lt. Clapp reported additional fire prevention supplies have been ordered; perhaps the district would like to help with the costs. Chair Clapp commented the ISO update involved members practicing many evening with the equipment, a crew and tender came down from Station 2. A Station 2 tender was operated with a Station 1 engine with a requirement to get 250 gallons a minute from static with a continual flow in under five minutes; while the test was completed in 1 minute, 8 seconds. A video of the flow test was sent to ISO. Hopefully the efforts of Chief Laisy and the volunteers effort may result in an additional improvement in the ISO rating. The ISO rating from 9 to 8 would provide a property insurance cost savings.

### **Old Business:**

**STATION TO SOUTH AREA OF DISTRICT UPDATE COMMITTEE {52:08}** – The committee members Capt. Hoel, Bill Koberg, Troy Jensen, Chris Moldenhauer, and Brendon Schoening will meet Thursday, October 13 7:00 p.m. at Station 1. The meeting is open to the public. The project is being reviewed by the tribal planning department and includes plans for a frontage road extended from the location of Les Schwab to Ford Road for a commercial and industrial area. The proposed location is at the corner of Ford Road and Highway 93. Alison Meslin suggested the building committee meeting posted on the rural fire district website.

**6X6 TRUCK UPDATE COMMITTEE {53:43}** - The initial meeting, October 10 technical data was compiled for research. Chief Laisy appointed a truck committee to research the components necessary to upgrade the 2009 government surplus freightliner acquired at no cost. The committee is headed by Steve Stanley, and Lt. Woodger, with committee members Verner Rose, Lt. Sago, Lt. Clapp, Jonathon Thorsted, Mike Hingiss, and Chris Moldenhauer.

### **REVIEW POSTING OF MEETING MINUTES**

**(WEBSITE POSTING BY RB SECRETARY/BONNIE OR CHIEF APPOINTEE) {53:49}** – Chief Laisy reported Lake County is reviewing a possible link from the rural fire district website to the county website with the certified, recorded minutes. The process will provide the certified, recorded minutes, therefore eliminate the webmaster cost and district administration to post the minutes. Lake County IT indicated the process should be functional and will confirm Thursday. Trustee Roberts noted a motion was made to post the March, 2016 to current date minutes to the

website. Bonnie commented mixed messages surfaced regarding the website and posting the minutes. The current proposal by Lake County IT to link the recorded minutes to the website is the official document of public record. Three weeks ago the goal was for Lake County IT to post the minutes to the website. Trustee Roberts supports the certified, recorded minutes are the official minutes to posted to the website. Chief Laisy indicated it is the fire district's responsibility to allow Click Here Design, webmaster to put a link on the district website so the file can go direct to Lake County. Chair Clapp noted Chief Laisy has been actively pursuing the plan and Paul considers the proposal by Lake County IT a viable solution. Alison Meslin commented the archive minutes should also remain on the website.

**UPDATE WILDLAND FIRE PAYMENTS {01:00:45}** - Chair Clapp reported the first round of DNRC contract fires Irvine Flats, Race Horse Gulch, and Sullivan Creek generated \$12,076.32. The funds were designated in a separate fund for the 6X6 freightliner. In addition the Bierney Creek anticipated payment is \$8,077.36. The efforts of the volunteers generated \$20,150 for the district.

#### **New Business:**

**RESOLUTION TO TRANSFER FUNDS 7244 TO 7245 {01:01:55}** – Chair Clapp introduced Resolution #2016-03 to transfer funds from Fund #7244 5-mill voted levy to Fund #7245 operating fund. The Polson Rural Fire District FY 2017 budget provided for payment of certain expenses from Fund #7244. Pursuant to the budget the \$6,898.83 expenditure for the air conditioning and installation at Station #1 transferred from Fund #7244 to Fund #7245. **Trustee Doty to adopt Resolution #2016-03. Trustee Roberts second. VOTE: Unanimous Motion passed.** {Resolution attached to minutes as an addendum}

#### **ESTABLISH FUND COMMITTEE FOR SUPPLEMENTNG**

##### **FIRE FIGHTER RETENTION {01:03:28}** –

Trustee Konitz introduced a proposal by the Firefighters Association to set up a committee to look into the possibility to establish a separate fund to help the firefighters pay for certain items including sweatshirts and hats to defer some of their costs. Donated funds can be put in the fund. Trustee Konitz feels strong that we need to do something to retain our firefighters for all the effort they put in to help us as taxpayers. He doesn't plan to spend excessive dollars. It would be money set aside for certain items, banquets, dinners and picnics as an appreciation for their service to the community. Firefighters work hard for the residents and the board should consider something in return. It was Jane Clapp's thought and Trustee Konitz agrees it should be a consideration. Chair Clapp clarified in the past it has been the practice of the membership to purchase sweatshirts, tee shirts, and dress uniforms for official functions. Trustee Nelson supports Trustee Konitz suggestion and additionally establish a committee. Chief Laisy plans to schedule a firefighter awards banquet in the spring. Lake County Commissioner Bill Barron advised the board should check the use of taxpayer money for banquets, etc.; generally the events are funded by donations. Trustee Doty suggested the membership provide past activity history as an indication of needed funds. The information will assist the board in making a decision. Alison Meslin questioned the source and use of the donated funds. Currently the membership receives donations from members and donations from the public with a generic use of the funds. The donations come from a variety of sources including firefighters donating their clothing allowance check to the association, and private donations for monitoring a controlled burn. Chair Clapp suggested Chief Laisy spearhead the project, research the possibilities and report back to the board.

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Trustee Roberts thanked Lee and Sonya Engbretson for providing the cookies and refreshments this evening. The group offered an applause.  
Commissioner Barron suggested a new U.S. Flag for Station 1 meeting room. Matt Dougherty indicated a 4'x6' flag is available.  
Trustee Konitz asked if the sign requesting volunteers is necessary at this time and does the Big Arm station have an adequate number of volunteers. Chief Laisy will contact Lt. Sago for input..

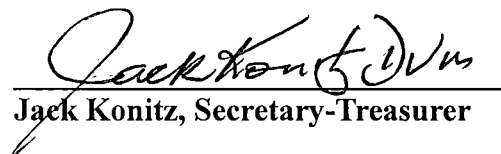
**Public Input on Non Agenda Items:** {01:11:30} – None

**Adjourn:** {01:11:54} – Trustee Nelson motion to adjourn. Trustee Doty second.  
**VOTE:** Unanimous Motion passed.

**ADJOURN:** 8:12 p.m.

Next regular scheduled meeting November 09, 2016 7:00 p.m. at Fairgrounds Station No. 1

  
R. Jack Clapp, Chair

  
Jack Konitz, Secretary-Treasurer

  
Bonnie M. Manicke, Recorder

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Polson Rural Fire District

25B Regatta Road Polson, MT 59860 406.883.4244

AGENDA

Polson Rural Fire District Trustee Monthly Meeting  
October 12, 2016 at 7:00 p.m. Station #2 Big Arm Station

Trustee Meeting Includes:

Review Minutes - September 14, 2016  
Communications  
Review & Approve Claims  
Treasurer's Report  
Chief's Report  
Membership's Report

Old Business Including:

Station to South area of district update (committee)  
6x6 truck update (committee)  
Review posting of meeting minutes (website posting by RB Secretary\Bonnie  
or Chief appointee)  
Update wild land fire payments

New Business Including:

Approval transfer of funds for air conditioning bill  
Establish fund/committee for supplementing Fire fighter retention

Public Input on Non Agenda Items:

Adjourn:

Chief's tip for the Month: "Test your smoke alarms and shake fire extinguishers monthly"

\*\*All residents of the Polson Rural Fire District and interested general public are encouraged to attend. Resident's questions and ideas help to keep the trustees informed and assist them in formulating their decisions. Any member of the public wishing to submit items for Board review/consideration needs to submit them to the Board Clerk Jack Konitz (email [sskonitz@gmail.com](mailto:sskonitz@gmail.com)) at least ten (10) days in advance of the meeting. For a full text of approved minutes contact board clerk or find available at county court house. For a view of the upcoming agenda please go to [www.polsonruralfire.org](http://www.polsonruralfire.org).

## September, 2016 claims – Approved October 12, 2016

Num	Description	Memo	Category	Amount
6302	S AutoZone	Inv#3429656971 Truck #301 svc motor oi	211 Vehicle Repair & Maint Supplies	-25.99
		Inv#3429645145 Truck 316 windows	211 Vehicle Repair & Maint Supplies	-26.97
6303	S Century Link	Acct #41061412 406 849-5666	304 Phone (Landline) - Big Arm Station	-56.88
		Acct #411978591 406 883-4244	317 Phone (Landline) - Fairgrounds Stn.	-68.72
	6304 City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpoutSept, 2016	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6305	S Click Here Designs, LLC	Inv#9249 9/14 add meeting agenda to website	330 Newspaper legal notice, advertising	-32.50
		Inv#9353 Disc hosting 3 @ \$10.00	330 Newspaper legal notice, advertising	-30.00
		Inv#9353 Domain forwarding 3 @ \$5.50	330 Newspaper legal notice, advertising	-16.50
6306	S Complete Wireless Technologies	Inv#90520 1PM1500 Ser#483YJN0626 Trk#313	206 Radios & Pagers, Repair	-399.00
		radio damaged beyone rpr;needs prg w/cor info	206 Radios & Pagers, Repair	
		Inv#90521 GPH Ser#0614172 portable	206 Radios & Pagers, Repair	-120.00
		rpr internal connections, align & test	206 Radios & Pagers, Repair	
6307	S Davis & Brown CPAs PC	Inv#12363 9/14/16 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-20.30
		Inv#12363 9/28/16 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-15.47
6308	S First Bank Card	NW ink & toner Kalispell color cart	201 Operating Supplies	-86.00
		NW ink & toner Kalispell black cart	201 Operating Supplies	-55.00
	6309 Cara Hingiss	September, 2016 weekly cleaning Fairgrounds Stn.	321 Cleaning Services Fairgrounds Stn.	-125.00
	6310 Lake County Fire Association	2016 dues	331 Membership & Dues	-50.00
	6311 James McKee	Reimburse for personal GPS damaged at fire	201 Operating Supplies	-69.99
6312	S Mission Valley Power	Locaton #2806820000	302 Electricity - Big Arm Station	-80.75
		Location #2876820001;2876820002 {2-security lights}	302 Electricity - Big Arm Station	-25.62
		Location #2400744000	315 Electricity - Fairgrounds Station	-278.08
6313	S Mission Valley Security, Inc.	Invoice #11531 3 times @ \$17.50	305 Security - Big Arm Station	-52.50
		Invoice #11531 3 times @ \$17.50	318 Security - Fairgrounds Station	-52.50
6314	S Providence Health Service	Dougherty, Matt	505 Firefighters Physicals	-120.00
		McKee, James	505 Firefighters Physicals	-100.00
	6315 Republic Services	Acct #3-0889-0014329 Inv #0889-001800367	319 Disposal Service - Fairgrounds Stn.	-57.80
	6316 S & A Subway, Inc.	Inv. #88 food for Bierney Fire	202 Miscellaneous Supplies	-86.00
	6317 UPS Store	September, 2016 mail ISO report info	201 Operating Supplies	-8.20
6318	S Wal Mart Polson	Transaction 5214 CDR disk- 100 pack	220 Office Supplies	-22.88
		Transaction 5214 copy paper 10 reams	220 Office Supplies	-24.97
6319	S WEX Bank	Truck #314	210 Gas, Diesel,Oil	-38.68
		Truck #301	210 Gas, Diesel,Oil	-80.11
		Truck #318	210 Gas, Diesel,Oil	-56.96
		Truck #326	210 Gas, Diesel,Oil	-40.53
		Truck #319	210 Gas, Diesel,Oil	-30.00
		Truck #300	210 Gas, Diesel,Oil	-93.79
		Truck #316 FIRE	210 Gas, Diesel,Oil	-210.42
		Truck #333	210 Gas, Diesel,Oil	-70.76
		Truck #308	210 Gas, Diesel,Oil	-14.12
		Truck #313 FIRE	210 Gas, Diesel,Oil	-167.84
			Total September, 2016 Claims	-2972.17

## September, 2016 payroll – Lake County accounting report

	Category	Amount
Public Safety Fire Chief Payroll		
Fire chief payroll September 2, 16, 30, 2016	112 Salary	2663.55
Employee tax withholding, soc sec, medicare	112 IRS	513.45
Employee state withholding	112 state withholding	123.00
	Sub-total	3300.00
Employer expense match SS & Medicare	140 IRS employer	252.45
' Quickbooks processing fee	300 fee	5.25
Total Payroll		3557.70



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Resolution #2016-03 Polson Rural Fire District

A RESOLUTION TO TRANSFER FUNDS FROM ACCOUNT #7244 TO ACCOUNT #7245.

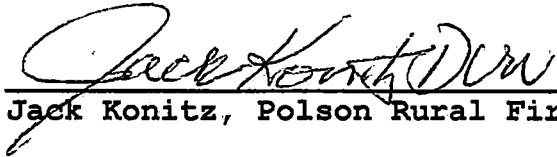
WHEREAS, the Polson Rural Fire District adopted a 2016-17 budget on Thursday, September 8, 2016 by Resolution 2016-1 and said budget provided for payment of certain expenses from account #7244.

NOW THEREFORE BE IT RESOLVED by the Polson Rural Fire Board;  
1) that the sum of \$6,898.83 for payment of the air conditioning charges for purchase and installation at Station #1, be transferred from account #7244 to account #7245 pursuant to said budget.

Passed and approved on this 12<sup>th</sup> day of October, 2016.



R. Jack Clapp, Polson Rural Fire Board, Chair



Jack Konitz, Polson Rural Fire Board, Secy/Treas